



1. Quality System Requirements

As a minimum, the supplier shall maintain a documented Quality Management System consistent to the requirements of AS 9100/ISO 9001 or a QMS system approved by Bob Martin Company.

2. Right of Access

Bob Martin Company and their customers reserve the right to conduct inspection and/or surveillance of supplier's facilities, equipment, documentation and personnel at no extra cost.

3. Flow Down of Requirements to Sub-Tier Suppliers

Supplier shall flow down to any sub-tiers all applicable requirements, including key characteristics.

4. Notification of Non-Conforming Material

Supplier shall notify Bob Martin Company of any non conforming product and obtain approval prior to any shipment of material.

5. Changes

Supplier is required to notify and obtain approval Bob Martin Company of changes in product and/or process, suppliers, manufacturing, facility location.

6. Records

All quality records must be legible, identifiable and appropriately stored to protect from damage, deterioration or loss. These records shall be easily retrievable and available for review upon request by Bob Martin Company for a minimum of ten (10) years from the date products are shipped.

7. Safety Data Sheet

Safety Data Sheets are to be consistent with the Globally Harmonized System of Classification and Labeling of Chemicals (GHS) and shall be available to Bob Martin Company upon request.

8. Calibration

1. Supplier shall establish a documented calibration system to control, calibrate and maintain inspection, measuring and test equipment used by supplier to demonstrate conformance of product or service. Calibration system must be in compliance with ANSI/NCSL Z540-1, ISO 10012-1 OR MIL-STD-45662.

2. The calibration supplier shall be accredited to ISO 17025. All measuring and test equipment shall be calibrated in accordance with ANSI/NCSL Z540-1 or ISO 10012-1 and traceable to NIST.

9. Inspection

Inspection is required for all characteristics on all materials to ensure conformance to drawing, specification and purchase order requirements.

10. Lot Control and Material Traceability

1. Items furnished under this P.O., packing list, certifications and other applicable documents must be identified by mfg. lot or batch number. Where impractical to stamp individual parts due to size or shape, the lot or batch number shall be stamped on identifying tags or the smallest unit packaged.

2. Materials used must be identified by lot number, material type, specification, heat number, etc., and traceable to records of acceptance. Materials fabricated by the Supplier shall be traceable to the lot number(s) of material(s) used.



11. Chemical and Physical Test Reports

Each shipment is required to include legible and reproducible copies of Chemical and Physical Test Reports as required by material specifications. These reports must contain the signature and title of the authorized representative. Test reports must be traceable to PO number, lot/heat number, reference number, part number and quantity.

12. Certificate of Conformance (C of C)

Each shipment is required to include a Certificate of Conformance stating products shipped are in compliance with every aspect of the purchase order and specifications. C of C must be signed by an authorized representative and shall contain a current specification revision. As a minimum, C of C should include PO number, lot/heat number, reference number, part number and quantity.

13. Mill Test Reports / Full Traceability

When specified on PO, mill test reports and/or full traceability are required

14. Preference for Domestic Specialty Metals / Specialty Metals Source of Supply

When specified on PO, any material containing specialty metals is in compliance with DFAR 252.225-7009, section 225.003 (10) (was DFAR 252.225-7014 – Alternate 1). Also, the supplier must state all reflecting requirements on their Certificate of Conformance or by a separate certificate.

15. Packaging / Over Shipment

1. Material delivered must be identified by the part number specified on the PO and must be packaged adequately to ensure materials are protected from transit damage or adverse conditions.
 2. Bob Martin Company will allow over shipments of no more than 10% of the quantity ordered.
- All Shipments must be accompanied by a Shipper/Packing List, as well as all required documentation.

16. Conflict Minerals

As a result of the Dodd-Frank Wall Street Reform and Consumer Protection Act and the Conflict Minerals rules recently adopted by the U.S. Securities and Exchange Commission, suppliers are required to make disclosures on regarding whether “conflict minerals” were used to manufacture their products originated in the Democratic Republic of Congo or the adjoining countries (which include Angola, Burundi, Central African Republic, Republic of the Congo, Rwanda, South Sudan, Tanzania, Uganda, and Zambia). These “conflict minerals” consist of columbite-tantalite, cassiterite, gold, wolframite, or their derivatives, which are initially limited to tantalum, tin, and tungsten.

17. RoHS

The Restriction of the Use of Certain Hazardous Substances (RoHS) Directive, 2002/95/EC of January 2003, was enacted by the European Community to restrict the use of six hazardous materials found in electrical and electronic products. In June 2011 a second directive was adopted, Directive 2011/65/EU (RoHS II), extending banned substances rules to all electrical and electronic equipment, cables and spare parts. In March 2015, Directive 2015/863 (RoHS III) was published and amended the list to include four phthalates used in medical devices. Supplier is requested to certify the RoHS compliance status of the items supplied under this Purchase Order and provide information as needed to confirm process compatibility and traceability.



18. REACH

The Registration, Evaluation, Authorization and Restriction of Chemical (REACH) entered into force in June 2007. It is a European Community Regulation (EC 1907/2006) on chemicals and their safe use. The aim of REACH is to improve the protection of human health and the environment through the better and earlier identification of the intrinsic properties of chemical substances. Suppliers shall comply with all applicable REACH requirements that affect the products they supply to Bob Martin Company.

19. Mercury Non-Contamination Statement

Material Certification shall state: This material is free from mercury contamination.

20. Counterfeit Parts Prevention

Supplier will agree and ensure that only new and authentic materials are delivered to Bob Martin Company. The supplier shall have a counterfeit parts prevention plan in accordance with AS6174 or AS5553 to avoid delivery of counterfeit materials. In the event that counterfeit materials have been supplied to Bob Martin Company, the supplier at their own expense will replace the products with genuine approved material conforming to the requirements.

21. Foreign Object Damage

All items delivered to Bob Martin Company shall be Foreign Object Damage (FOD) free. Supplier shall maintain a FOD Prevention Program in accordance with NAS-412 or AS9146 assuring work is accomplished in a manner preventing foreign objects or material from entering and remaining in deliverable items.

22. Corrective Action

The supplier should have a corrective action program in place.

23. ITAR Requirements

Supplier shall follow all International Traffic in Arms Regulations (ITAR) requirements. Supplier shall not export, release, or disclose any information stated in the purchase or of documentation provided. Supplier shall not duplicate any accompanying documentation and must return all documents at final shipment.

24. Executive Order 13224

Supplier shall comply with the requirements provided in E.O. 13224. "Executive Order on Terrorist Financing – Blocking Property and Prohibiting Transactions With Persons Who Commit, Threaten to Commit or Support Terrorism."

25. Modern Slavery and Human Trafficking

Suppliers and their supply chain are required to comply with all labor laws and regulations, both in the US and abroad. More specifically, suppliers and their supply chain are prohibited from using any form of forced, bonded, compulsory labor, slavery or human trafficking. Suppliers are also expected to take all reasonable steps to comply with the Modern Slavery Act of 2015 and the California Transparency in Supply Chain Act of 2010 (SB 657), to engage in lawful employment practices.

26. QMS Awareness

Supplier Personnel must be made aware of:

- their contribution to product or service conformity;
- their contribution to product safety;
- the importance of ethical behavior.



27. Control & Monitoring Requirements

Supplier must maintain a Quality Level $\geq 90\%$ and an OTD level $\geq 90\%$. If levels drop below target, supplier will be notified and may be placed on conditional status or disapproved if not corrected

28. Acceptance Authority Media

Media such as inspection stamps and electronic signatures used for product acceptance/inspection must be controlled and traceable to the personnel they are issued to.